

# **Alachua County Land Conservation Board Bylaws**

## **Article I. – Establishment, Name**

The authorization for the establishment of this board is set forth in Chapter 36 of the Alachua County Code. The name of this organization will be the Alachua County Land Conservation Board (LCB).

## **Article II. – Purpose; Powers and Duties**

Section 2.01 The purpose of the LCB is to select environmentally significant lands to protect water resources, wildlife habitat, and natural areas suitable for resource-based recreation, recommend to the Board of County Commissioners which lands are to be acquired, and to advise the Board of County Commissioners on land management issues affecting the acquired properties.

Section 2.02 The LCB shall:

- (a) Evaluate and rank nominated properties through the process and criteria established in Resolution 18-101 as may be amended by the Board of County Commissioners.
- (b) Advise the Board of County Commissioners on stewardship of conservation lands acquired under this Resolution and elsewhere in Alachua County.

Section 2.03 The scope of the activities of this board will include the following:

- (a) The LCB shall establish an annual work program in accordance with the Board of County Commissioners' Guidelines for Citizen Advisory Boards and Committees, the Rules & Procedures of the Board of County Commissioners, and these bylaws.
- (b) No less than twice per year, the LCB shall conduct an open, public meeting for the purpose of establishing an eligibility pool, according to the process and criteria established in Resolution 18-101 as may be amended by the Board of County Commissioners, and this "priority pool" shall be forwarded to the Board of County Commissioners.
- (c) The LCB will be the advisory board to Board of County Commissioners on land management issues affecting the properties pursuant to Resolution 18-101 as may be amended.
- (d) The LCB shall prepare an annual report consisting of work plans, accomplishments, or other communications to be submitted directly to the Chair of the County Commission on or before October 1 of each year. Assistance in preparation of the report shall be provided by county staff at the request of the Chair of the LCB. The

Chair of the LCB may also make a verbal presentation of the annual report, to be scheduled for a County Commission agenda coinciding with the submission date (October 1) of the written report.

### **Article III. – Membership**

Section 3.01 The LCB will consist of eleven (11) members, plus one (1) alternate member, appointed by the Board of County Commissioners. Five members, plus the alternate member, shall represent diverse community interests and six members shall have qualifications including education and experience in natural resources.

Section 3.02 Members shall serve staggered four-year terms.

Section 3.03 Qualifications for membership. Appointees' personal and business affairs conducted within Alachua County must be in substantial compliance with all County regulatory and taxing authorities' rules and regulations. Appointees deemed to be in chronic violation of any County rule, regulation, or policy may be disallowed from membership on advisory boards or committees by a majority vote of the Commission.

Section 3.04 Removal of Members For Cause. Any board or committee member may be removed for good cause by the County Commission after consideration of the issue at a County Commission meeting. A removal for good cause shall be based on the failure of the board member to adhere to and/or enforce the Alachua County Code of Ordinances while performing his or her duties as a board or committee member.

Section 3.05 Vacancies shall be filled by appointment of the Board of County Commissioners for the unexpired term of the member affected. When filling a vacancy for an unexpired term, an appointee who serves more than half a term in office is considered to have served a full term. When filling a vacancy for an unexpired term of less than one year, the appointment shall be for the unexpired term and one full term, when applicable. If the term of a member expires prior to the appointment or reappointment of a member of the Board of County Commissioners, that member shall continue to serve until the appropriate appointment is made.

Section 3.06 The presiding officer of any meeting of the LCB shall be in charge of all proceedings before the LCB, and shall take such action as shall be necessary to preserve order and the integrity of all proceedings.

Any LCB member whose attendance is less than 50% of the last six (6) consecutive meetings will automatically be removed from the LCB. The staff liaison shall report attendance monthly to the Board and Committee Coordinator. The Coordinator will prepare a monthly report to the Board of County Commissioners of attendance violations.

The Coordinator will prepare a letter notifying attendance policy violators of their dismissal and will submit the letters to the Commission Chair for signature. The LCB staff liaison will provide written notice of attendance violations to the County Commission Chair.

Section 3.07 Members of the LCB shall be subject to all applicable provisions of F.S. ch. 112, pt. III (F.S. §§ 112.311 through 112.326), Code of Ethics for Public Officers and Employees.

Section 3.08 No member will receive any compensation for serving on the LCB.

#### **Article IV. – Officers**

Section 4.01 At an annual organizational meeting to be held each year on October 1 or as soon thereafter as practicable, the following officers will be elected by the LCB:

- Chair
- Vice-Chair
- Secretary

Section 4.02 In the absence of the Chair, the vice-Chair shall act as Chair and shall have all powers of the Chair. In the event of the Chair's permanent absence due to resignation or other causes, the vice-Chair shall perform the Chair's duties until such time as the LCB shall elect a new Chair. In case of the temporary absence of both the Chair and vice-Chair, at any meeting, the LCB shall elect a temporary Chair for such meeting.

Section 4.03 The term of office for all officers will be one year or until successors are elected. The terms will begin immediately following election to office. Elections will be held at the October meeting of the LCB and will require a majority vote of all members of the LCB. Any officer may be removed from office by a majority vote of all members.

Section 4.04 Duties:

- (a) The Chair will have the power for and in the name of the LCB to perform the normal duties of a Chair including the following:
- Preside at all meetings and be an ex-officio member of all sub-committees.
  - See that all actions of the LCB are implemented.
  - Forward all recommendations, reports, inquiries and the like of the LCB to the Board of County Commissioners, the County Manager, and Director of EPD, or designees.
  - Set agendas in coordination with the EPD staff liaison.

- Call special meetings and coordinate all outside activities.
  - Have such further duties and powers as may be assigned by the Board of County Commissioners or the LCB.
- (b) The vice-Chair will exercise all powers and duties of the Chair in the absence or inability to act of the Chair.
- (c) Duties of secretary. Under the direction of the Chair and with the assistance of the Environmental Protection Department Director and other County staff, the Secretary shall prepare, distribute, review, attest, and maintain the minutes and records of the LCB. The Secretary will also have other duties and powers that may be assigned by the Board of County Commissioners or the LCB Chair.
- (d) Staff liaison will be responsible for ensuring that proper notice of all meetings is given.

#### **Article V. - Sub-Committees**

Section 5.01 The Chair is empowered to appoint such permanent or ad hoc sub-committees as deemed necessary by the members for the successful execution of the LCB duties.

#### **Article VI. – Meetings**

Section 6.01 The LCB will generally meet at least monthly or upon the call of the Chair.

Section 6.02 Special meetings may be called by the Chair, or vice-Chair, or by any three (3) members at a duly noticed meeting. Forty-eight (48) hours notice will be given, when feasible, to all members and to the director of the EPD. The agenda for any special meeting will be incorporated into the notice.

Section 6.03 All meetings will be open to the public. All regular meetings shall take place in public buildings. All meetings shall be publicly noticed.

Section 6.04 Notice of the time, place, and purpose of all regular meetings will be given to each member not less than five (5) days prior to such meetings. A preliminary agenda will be included with the notice.

Section 6.05 Quorum and necessary vote. No meeting of the LCB shall be called to order, nor shall any business be transacted by the LCB, without a quorum consisting of at least

a simple majority of members of the LCB being present. When a quorum is not present at an announced meeting of a board or committee, the board or committee shall meet in a workshop setting, record attendance, and furnish minutes. The Chair shall be considered and counted as a member. Action may be taken only by a majority vote of the total membership present. The provisions of F.S. § 286.012, prohibiting any abstention except in the case of conflict of interest, shall apply

Section 6.06 If consideration of a matter is postponed due to lack of a quorum, the Chair shall continue the meeting as a special meeting to be held within seven working days thereafter at a time, date, and location announced at that time. In case of meetings delayed by lack of a quorum or by other reasons, the meeting shall be rescheduled. The secretary shall notify all members at least five days in advance of such special meetings, or 24 hours in advance for emergency matters if a majority of the entire membership is agreeable.

Section 6.07 The Director or designated representative from the EPD will attend all meetings of the LCB but will not vote on any matter.

Section 6.08 Conflict of interest in voting.

- (a) No member of the LCB shall participate in the discussion about nor vote on any measure which inures to the member's special private gain or loss or which the member knows would inure to the special private gain or loss of a parent organization or subsidiary of a corporate principal by whom the member is retained, other than an agency (defined in F.S. § 112.312(2) as any state, regional, county, local or municipal government entity of this state, whether executive, judicial, or legislative; any department, division, bureau, commission, authority, or political subdivision of this state therein; or any public school, community college, or state university), or to the special private gain or loss of a relative or business associate of the member.
- (b) If there is a matter that comes before a member of the LCB for which a conflict of interest exists, the member must:
  - Abstain from participating in the discussion;
  - Abstain from voting;
  - Prior to the vote being taken, publicly state the nature of the interest in the matter; and
  - Within 15 days after the vote occurs, file a memorandum (Form 8B) with the secretary of the LCB describing the nature of his/her interest in the matter.

Section 6.09 The County Commission shall be provided copies of minutes taken at each meeting.

### **Article VII. – Reports**

Section 7.01 The LCB shall submit work plans, accomplishment reports or other communications directly to the County Commission Chair with a copy to the staff liaison. Work plans should be submitted to the County Commission Chair on or before October 1 of each year. Report of accomplishments should also be submitted to the County Commission Chair on or before October 1 of each year. Verbal presentations on work plans/report of accomplishments are optional. If presentations are given, these should be scheduled on the County Commission's agenda, coinciding with the submission date (i.e. October 1) for the written documents.

### **Article VIII. – Amendments**

Section 8.01 These bylaws may be amended by the majority vote of the membership at any regular or special meeting of the LCB after notice of such proposals for an amendment has been given to all members as provided for in these bylaws.

Section 8.02 These procedures may be temporarily suspended or waived at any LCB meeting, upon an affirmative majority vote, unless the particular rule at issue is expressly provided in Resolution 18-101 as may be amended by the Board of County Commissioners or other ordinance, rule, or policy of the County Commission specifically governing the LCB land acquisition process. These rules are for the efficient and orderly conduct of LCB business only; no violation of these rules shall invalidate any action of the LCB when approved by a majority vote required by law.

Section 8.03 Notice of any proposed amendments will be submitted in writing to all members of the LCB not less than fifteen (15) days prior to the meeting at which such amendments are to be considered.

Section 8.04 No amendment will be at variance with Chapter 36 of the Alachua County Code by which the Board of County Commissioners established the LCB, Resolution 18-101 as may be amended by the Board of County Commissioners, the Rules & Procedures of the Board of County Commissioners, or any other duly adopted policy or regulation of the Board of County Commissioners. In the event of a conflict, the Board of County Commissioners's policy or regulation will govern.

Section 8.05 The County Attorney must review all amendments before the LCB may take action on the amendments.

**Article IX. - Rules Of Procedure**


Section 9.01 All meetings of the LCB and any permanent or ad hoc sub-committees are to be informal as deemed appropriate by the Chair. Process and procedures will still adhere to parliamentary procedure and usage as contained and set forth in "The Standard Code of Parliamentary Procedure (Sturgis, 4th Edition)" unless otherwise provided for in these bylaws, or except where modification of such rules is required because of the nature of the work to be accomplished by the LCB.

Section 9.02 The Chair of the LCB and the Chair of any sub-committee may appoint, if they so desire, an individual to be designated as parliamentarian to assist them in proper conduct of the business affairs of this organization.

Section 9.03 The Chair may assign tasks and responsibilities to sub-committees with the concurrence of the members of the LCB.

DULY ADOPTED in regular session, this \_\_\_<sup>th</sup> day of, A.D., 20\_\_.

LAND CONSERVATION BOARD OF  
ALACHUA COUNTY, FLORIDA

By:   
Russ Weber, Chair

ATTEST   
Brian Block, Secretary